Title: Intern, Strategic Communications  
Department: Communications

Department Description:  
The Communications Division is responsible for promoting the U.S. Chamber, its policy priorities, agenda, and brand to Washington, DC, national and international audiences.

Position Overview:  
The strategic communications intern will assist in all aspects of the Chamber’s communications efforts, including media relations, content creation, marketing, social media, etc.

Job Responsibilities:
• Assisting with internal and external marketing initiatives, including print and on-line advertising efforts, digital media, and website development
• Attending relevant Chamber events to curate content for U.S. Chamber’s communications platforms
• Assisting with social media content, including developing graphics and associated text for all relevant social platforms
• Assisting with data tabulation for relevant policy-related projects and producing condensed, readable versions of the data sets
• Monitoring and tracking media clip and mentions associated with press releases, statements, and public appearances
• Assisting on projects that span the various brands of the Chamber and its programs, including but not limited to the Chamber Foundation and the International Division
• Drafting editorial content in support of the Chamber’s priorities to appear on Above the Fold and FreeEnterprise.com with the ability to also pitch your own content ideas and produce a byline

Qualifications:
• Outstanding written and oral communications skills are essential  
• Strong organizational and interpersonal skills preferred  
• Ability to work both within a team and independently on multiple projects  
• Ability to multi-task and maintain professional conduct at events.  
• Working knowledge of Microsoft Office is required  
• Data analytical skills and graphic design (Canva) skills are not required but helpful  
• This is a 20-25 hour per week internship.
• Related coursework should include: Communications Studies, Journalism, Business, Marketing, or Public Affairs/Political Science.
• A one or two-page (max) writing sample is required with the application.
We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.